



Middle School		State Requirements			High School Suggested Education Plan								College & Careers			
7 <sup>th</sup> Grade	8 <sup>th</sup> Grade	Middle School		High School	9 <sup>th</sup> Grade Suggested	10 <sup>th</sup> Grade Suggested	11 <sup>th</sup> Grade Suggested	12 <sup>th</sup> Grade Suggested				Beyond High School				
Language Arts 7 1.00	Language Arts 8 1.00	2.00	Language Arts	3.00	Language Arts 9 1.00	Language Arts 10 1.00	Language Arts 11 1.00	(1 additional credit -- class of 2011)				<p>There are a number of options for education and training beyond high school, depending on your career goals.</p> <ul style="list-style-type: none"> <li>&gt; Certificate</li> <li>&gt; Associate degree</li> <li>&gt; Bachelor degree</li> <li>&gt; Professional degree</li> <li>&gt; On-the-job training</li> <li>&gt; Apprenticeship</li> <li>&gt; Military training</li> </ul>				
Pre-Algebra 1.00	Elm. Algebra or Applied Math 1.00	2.00	Math	2.00	Geometry or Applied Math II 1.00	Intermediate Algebra 1.00	(1 additional credit -- class of 2011)									
Science .50	Science 1.00	1.50	Science	2.00	Earth Systems 1.00	Biological Science 1.00	(1 additional credit -- class of 2011)									
Utah Studies .50	U.S. History I 1.00	1.50	Social Studies	2.50	World Civilizations .50	Geography for Life .50	U.S. History II 1.00	U.S. Government and Citizenship .50								
P.E. 1.00	Health .50	1.50	P.E./Health	2.00	Participation Skills and Techniques .50	Fitness for Life. 50 / Health Education .50 Lifetime Activities or Sport .50										
The Arts .50	The Arts .50	1.00	Fine Arts	1.50	Fine Arts Courses 1.50											
			Financial Literacy	.50	Financial Literacy .50											
			Computer Tech.	.50	Computer Technology .50											
CTE Intro 1.00		1.00	Career and Technical Education	1.00	Career and Technical Education Recommended Pathway Courses						<p>1.00 credit</p> <p>2.00 credits</p> <p>3.00 credits for completion</p>					
<b>Workforce Trends</b> Accountants, those with a CPA, continue to be in demand in both public and private industry audit and tax specialties. Demand is especially high in the tax and health care areas.  Accountants who have a lot of special skills, such as certified public accountants (CPAs) and certified management accountants, should have the easiest time finding a job.  <b>Get the Facts</b> In Utah, a Certified Public Accountant (CPA) must have a master's degree in accounting and be licensed. The license must be renewed every two years.					Core Curriculum and elective requirements may vary district to district. Check with your school counselor.  Concurrent enrollment course offerings vary by school and district.  Many Utah post-secondary programs accept high school courses toward a two- or four-year degree through concurrent enrollment. Check regional post-secondary Pathways for details.  Foundation courses taken beyond the required credits can be used as elective credit.					(Students may select individual courses for exploration, or complete pathway for an in-depth focus.)						
										CLASS AVAILABILITY MAY VARY AT YOUR HIGH SCHOOL						
										Course #			Foundation Courses: (required)			
	Choose two of the following courses:															
52.0312	Accounting I				.50											
52.0322	Accounting II				.50											
52.0813	Banking & Finance				.50											
	<b>Elective Courses:</b>															
52.0332	Accounting III				.50											
52.0342	Accounting IV				.50											
52.0511	Business Communications I				.50											
52.0521	Business Communications II				.50											
52.0441	Business Law				.50											
52.0211	Business Management				.50											
52.0311	Business Math				.50											
52.0611	Economics				.50											
52.0419	Computer Technology II				.50											
52.0621	Entrepreneurship				.50											
08.0211	Leadership Principles				.50											
08.0708	Marketing				.50											
52.0471	Word Processing				.50											
52.0461	Word Processing Basics				.50											
32.0199	Student Internship				.50											
<b>Beyond High School</b> There are a number of options for education and training beyond high school, depending on your career goals.  > Certificate > Associate degree > Bachelor degree > Professional degree > On-the-job training > Apprenticeship > Military training					<b>Sample Occupations</b> > Accountant > Accounting Clerk > Auditor > Bookkeeper > Tax Examiner > Tax Preparer					For more information on salary projections, labor market demand, and training options, visit <a href="http://www.careers.utah.gov">www.careers.utah.gov</a>						

**Note:** For more information talk to your school counselor.

# High School to College and Career Pathway: Secondary

Area of Study: Business Education



## Pathway: Business Administrative Support

Middle School		State Requirements			High School Suggested Education Plan				College & Careers
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Language Arts 7 1.00	Language Arts 8 1.00	2.00	Language Arts	3.00	Language Arts 9 1.00	Language Arts 10 1.00	Language Arts 11 1.00	(1 additional credit -- class of 2011)	There are a number of options for education and training beyond high school, depending on your career goals.  > Certificate > Associate degree > Bachelor degree > Professional degree > On-the-job training > Apprenticeship > Military training
Pre-Algebra 1.00	Elm. Algebra or Applied Math 1.00	2.00	Math	2.00	Geometry or Applied Math II 1.00	Intermediate Algebra 1.00	(1 additional credit -- class of 2011)		
Science .50	Science 1.00	1.50	Science	2.00	Earth Systems 1.00	Biological Science 1.00	(1 additional credit -- class of 2011)		
Utah Studies .50	U.S. History I 1.00	1.50	Social Studies	2.50	World Civilizations .50	Geography for Life .50	U.S. History II 1.00	U.S. Government and Citizenship .50	
P.E. 1.00	Health .50	1.50	P.E./Health	2.00	Participation Skills and Techniques .50	Fitness for Life: .50 / Health Education .50 Lifetime Activities or Sport .50			
The Arts .50	The Arts .50	1.00	Fine Arts	1.50	Fine Arts Courses 1.50				Sample Occupations  > Administrative Assistant > Customer Service Assistant > Desktop Publisher > Executive Secretary > Office Manager
			Financial Literacy	.50	Financial Literacy .50				
			Computer Tech.	.50	Computer Technology .50				
CTE Intro 1.00		1.00	Career and Technical Education	1.00	<b>Career and Technical Education Recommended Pathway Courses</b> (Students may select individual courses for exploration, or complete pathway for an in-depth focus.) <b>CLASS AVAILABILITY MAY VARY AT YOUR HIGH SCHOOL</b>				For more information on salary projections, labor market demand, and training options, visit <a href="http://www.careers.utah.gov">www.careers.utah.gov</a>
<b>Workforce Trends</b> According to the U.S. Department of Labor, secretaries and administrative assistants held more than 4.1 million jobs in 2004. This is one of the largest job categories in the U. S. About 9 out of 10 secretaries work in firms providing services. These services range from education and health care to legal and business services.  <b>Get the Facts</b> In the early days of mechanical typewriters, proficient typists could type so fast that the keys frequently jammed against each other. The familiar but illogical QWERTY keyboard was then developed in an effort to space often-used keys apart to prevent jamming.  Core Curriculum and elective requirements may vary district to district. Check with your school counselor.  Concurrent enrollment course offerings vary by school and district.  Many Utah post-secondary programs accept high school courses toward a two- or four-year degree through concurrent enrollment. Check regional post-secondary Pathways for details.  Foundation courses taken beyond the required credits can be used as elective credit.				<b>Course #</b>	<b>Foundation Courses: (required)</b>	<b>Credit</b>	1.00 credit  2.00 credits  3.00 credits for completion		
				Choose two of the following courses:					
				52.0511	Business Communications I	.50			
				52.0521	Business Communications II	.50			
				52.0419	Computer Technology II	.50			
				52.0471	Word Processing	.50			
				<b>Elective Courses:</b>					
				52.0312	Accounting I	.50			
				52.0322	Accounting II	.50			
				52.0451	Administrative Procedures	.50			
				52.0441	Business Law	.50			
				52.0211	Business Management	.50			
				52.0311	Business Math	.50			
				52.0254	Business Web Page Design	.50			
				52.0447	Desktop Publishing I	.50			
52.0457	Desktop Publishing II	.50							
08.0211	Leadership Principles	.50							
08.0708	Marketing	.50							
52.0461	Word Processing Basics	.50							
32.0199	Student Internship (Critical Workplace Skills)	.50							

**Note:** For more information talk to your school counselor.

# High School to College and Career Pathway: Secondary

Area of Study: Business Education



## Pathway: Business Technology Support

Middle School		State Requirements			High School Suggested Education Plan				College & Careers
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Pre-Algebra 1.00	Elm. Algebra or Applied Math 1.00	2.00	Math	2.00	Geometry or Applied Math II 1.00	Intermediate Algebra 1.00	(1 additional credit -- class of 2011)		
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Utah Studies .50	U.S. History I 1.00	1.50	Social Studies	2.50	World Civilizations .50	Geography for Life .50	U.S. History II 1.00	U.S. Government and Citizenship .50	
P.E. 1.00	Health .50	1.50	P.E./Health	2.00	Participation Skills and Techniques .50	Fitness for Life. 50 / Health Education .50 Lifetime Activities or Sport .50			
The Arts .50	The Arts .50	1.00	Fine Arts	1.50	Fine Arts Courses 1.50				
			Financial Literacy	.50			Financial Literacy .50		
			Computer Tech.	.50	Computer Technology .50				
CTE Intro 1.00		1.00	Career and Technical Education	1.00	<b>Career and Technical Education Recommended Pathway Courses</b> (Students may select individual courses for exploration, or complete pathway for an in-depth focus.) <b>CLASS AVAILABILITY MAY VARY AT YOUR HIGH SCHOOL</b>				<div>1.00 credit</div> <div>2.00 credits</div> <div>3.00 credits for completion</div>
<b>Workforce Trends</b> According to the Utah Department of Workforce Services, a total of 41,000 average annual job openings are expected for administrative assistant positions through the year 2010.		Core Curriculum and elective requirements may vary district to district. Check with your school counselor.  Concurrent enrollment course offerings vary by school and district.  Many Utah post-secondary programs accept high school courses toward a two- or four-year degree through concurrent enrollment. Check regional post-secondary Pathways for details.  Foundation courses taken beyond the required credits can be used as elective credit.							
<b>Get the Facts</b> The World Wide Web has changed the way we communicate and consume information. Millions of Web pages already exist, with more in the works. However, most people don't possess the technical know-how to launch an eye-catching Web site. For those individuals with Web page design skills, job opportunities should be plentiful.									

**Note:** For more information talk to your school counselor.



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<p><b>Workforce Trends</b> In the past, MBAs generally covered all aspects of business. But these days, programs are expanding to include specializations ranging from nonprofit management to international business and electronic commerce.</p> <p><b>Get the Facts</b> If you aspire to earn an MBA, consider a path that includes some humanities, a bit of economics, and some patience.</p>		<p>Core Curriculum and elective requirements may vary district to district. Check with your school counselor.  Concurrent enrollment course offerings vary by school and district.</p> <p>Many Utah post-secondary programs accept high school courses toward a two- or four-year degree through concurrent enrollment. Check regional post-secondary Pathways for details.</p> <p>Foundation courses taken beyond the required credits can be used as elective credit.</p>		<table border="1"> <thead> <tr> <th>Course #</th> <th>Foundation Courses: (required)</th> <th>Credit</th> </tr> </thead> <tbody> <tr> <td>52.0211</td> <td>Business Management (required)</td> <td>.50</td> </tr> <tr> <td colspan="3">Choose one of the following courses:</td> </tr> <tr> <td>52.0441</td> <td>Business Law</td> <td>.50</td> </tr> <tr> <td>08.0708</td> <td>Marketing</td> <td>.50</td> </tr> <tr> <td colspan="3">Elective Courses:</td> </tr> <tr> <td>52.0312</td> <td>Accounting I</td> <td>.50</td> </tr> <tr> <td>52.0322</td> <td>Accounting II</td> <td>.50</td> </tr> <tr> <td>52.0813</td> <td>Banking &amp; Finance</td> <td>.50</td> </tr> <tr> <td>52.0511</td> <td>Business Communications I</td> <td>.50</td> </tr> <tr> <td>52.0521</td> <td>Business Communications II</td> <td>.50</td> </tr> <tr> <td>52.0311</td> <td>Business Math</td> <td>.50</td> </tr> <tr> <td>52.0254</td> <td>Business Web Page Design</td> <td>.50</td> </tr> <tr> <td>08.0802</td> <td>e-Commerce</td> <td>.50</td> </tr> <tr> <td>52.0611</td> <td>Economics</td> <td>.50</td> </tr> <tr> <td>52.0419</td> <td>Computer Technology II</td> <td>.50</td> </tr> <tr> <td>52.0621</td> <td>Entrepreneurship</td> <td>.50</td> </tr> <tr> <td>08.0211</td> <td>Leadership Principles</td> <td>.50</td> </tr> <tr> <td>08.0903</td> <td>Sports &amp; Entertainment Marketing</td> <td>.50</td> </tr> <tr> <td>52.0461</td> <td>Word Processing Basics</td> <td>.50</td> </tr> <tr> <td>52.0471</td> <td>Word Processing</td> <td>.50</td> </tr> <tr> <td>32.0199</td> <td>Student Internship (Critical Workplace Skills)</td> <td>.50</td> </tr> </tbody> </table>	Course #	Foundation Courses: (required)	Credit	52.0211	Business Management (required)	.50	Choose one of the following courses:			52.0441	Business Law	.50	08.0708	Marketing	.50	Elective Courses:			52.0312	Accounting I	.50	52.0322	Accounting II	.50	52.0813	Banking & Finance	.50	52.0511	Business Communications I	.50	52.0521	Business Communications II	.50	52.0311	Business Math	.50	52.0254	Business Web Page Design	.50	08.0802	e-Commerce	.50	52.0611	Economics	.50	52.0419	Computer Technology II	.50	52.0621	Entrepreneurship	.50	08.0211	Leadership Principles	.50	08.0903	Sports & Entertainment Marketing	.50	52.0461	Word Processing Basics	.50	52.0471	Word Processing	.50	32.0199	Student Internship (Critical Workplace Skills)	.50	<div style="text-align: right;">} 1.00 credit</div> <div style="text-align: right;">} 2.00 credits</div> <div style="text-align: right;"><b>3.00 credits for completion</b></div>
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## Beyond High School

There are a number of options for education and training beyond high school, depending on your career goals.

- > Certificate
- > Associate degree
- > Bachelor degree
- > Professional degree
- > On-the-job training
- > Apprenticeship
- > Military training

## Sample Occupations

- > Business Consultant
- > Business Manager
- > Chief Executive Officer
- > e-Commerce Mgr.
- > Entrepreneur
- > Public Relations Mgr.

For more information on salary projections, labor market demand, and training options, visit [www.careers.utah.gov](http://www.careers.utah.gov)



# High School to College and Career Pathway: Secondary

Area of Study: Business Education



## Pathway: Business Entrepreneurship

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08.1701	Real Estate	.50																																																																											
08.0903	Sports & Entertainment Marketing	.50																																																																											
52.0461	Word Processing Basics	.50																																																																											
52.0471	Word Processing	.50																																																																											
32.0199	Student Internship (Critical Workplace Skills)	.50																																																																											

| **Workforce Trends** To be an entrepreneur you don't need to be a certain age. A lot of teens are successful entrepreneurs. The U.S. Small Business Administration has a Teen Business Link to help teens start, grow, and own a business: <http://www.sba.gov/teens/>  **Get the Facts** 70% of the new jobs in America are created by small businesses, and 90% of these businesses are sole proprietorships. | | Core Curriculum and elective requirements may vary district to district. Check with your school counselor.  Concurrent enrollment course offerings vary by school and district.  Many Utah post-secondary programs accept high school courses toward a two- or four-year degree through concurrent enrollment. Check regional post-secondary Pathways for details.  Foundation courses taken beyond the required credits can be used as elective credit. | | | 1.00 credit  2.00 credits  3.00 credits for completion | | | |

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## College & Careers

### Beyond High School

There are a number of options for education and training beyond high school, depending on your career goals.

- > Certificate
- > Associate degree
- > Bachelor degree
- > Professional degree
- > On-the-job training
- > Apprenticeship
- > Military training

### Sample Occupations

- > Inventor
- > Retail Owner/Operator
- > Sales & Service Owner
- > Web Developer/Owner
- > Venture Capitalist

For more information on salary projections, labor market demand, and training options, visit [www.careers.utah.gov](http://www.careers.utah.gov)

**Note:** For more information talk to your school counselor.